



# N TARGET

With the Iowa DNR Records Program

May 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or [leslie.leager@dnr.iowa.gov](mailto:leslie.leager@dnr.iowa.gov)

## Water Supply Project

In April of 2007, staff at our SW 7<sup>th</sup> office embarked on a journey to prepare for scanning and microfilming documents older than 2002 in the Water Supply Correspondence files. These files had not been purged in ten years and the file system was overflowing with paper. On May 20, 2008 after a year and over 400,000 sheets of paper the last file was prepared for processing. This has been a joint effort between the Wallace records staff and the Water Supply staff. As a result of this project, over 40 shelves of space or one bay in the movable file cabinet has been emptied.

## Updated Schedule of Fees

The Records Center has recently updated the Schedule of Fees to reflect database fees. This fee schedule is used as a guide in charging the public for open records requests. The updated fee schedule is located on the web at:  
<http://www.iowadnr.gov/cs/records.html>

## Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 590
- **Public File Requests:** 141

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Storm Water
- Solid Waste Fees

## Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7<sup>th</sup> Street in Des Moines:

- **Number of files created:** 61
- **Number of documents filed:** 1,900

## New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

**Number of files created:** 199

**Types of files created:**

- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Solid Waste, SDP (Sanitary Disposal)
- Spills
- Storm Water
- Underground Storage Tanks (UST)
- Flood Insurance Correspondence – City & County
- Leaking Underground Storage Tanks (LUST)



## Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

**Total number of record boxes acquired: 64**

**Program Areas Include:** Accounting, Director's Correspondence, Energy, Flood Plains, Forestry & Licensing.

## Boxes Sent Off-Site

Inactive documents that must be retained longer than a year according to their retention schedules are stored off site at the State Records Center.

**Total number of boxes sent off-site: 67**

## Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**  
2,374 pages scanned for a total of 37,505 images online.  
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**  
9,348 pages scanned for a total of 197,625 images online.  
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**  
2,004 pages scanned for a total of 602,537 images online.  
Website:  
<http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**  
More than 1 Million plus images are posted online.



## Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 9
- **Number of files created:** 161



## Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center.

### List of Complete Inventories

- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-1 Underground Storage Tanks (UST)
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)



**DID YOU KNOW?** Staff may access these inventories by visiting the Records Center Front Desk Computer.